



THE HOW TO OF SKYPE

Skype was founded in 2003 by Niklas Zennström and Janus Friis. Skype created a little piece of software that makes communicating with people around the world easy and fun. With Skype you can say hello or share a laugh with anyone, anywhere. And if both of you are on Skype, it's free.

Skype is available in 28 languages and is used in almost every country around the world. Skype generates revenue through its premium offerings such as making and receiving calls to and from landline and mobile phones, as well as voicemail and call forwarding. Skype, based in Luxembourg, has relationships with a growing network of hardware and software providers and is an eBay company (NASDAQ: EBAY).





Getting started with Skype

Skype is a little piece of software that lets you talk over the internet to anyone, anywhere in the world for free.

- 1 Download the Skype software**
It comes with a handy set-up wizard.
[Get it now](#)
- 2 Choose a Skype Name**
This is the name people will use to call you on Skype.
Fred
- 3 Sound check**
Check that your microphone and speakers are on. If your computer doesn't have these, you can get a cheap starter headset from the [Skype store](#).
- 4 Make your first call**
Select your friends' Skype Name and press the big green call button.

TO DOWNLOAD SKYPE

<http://www.skype.com/download/skype/windows/downloading/>

Welcome to Skype

Skype Name:

[Don't have a Skype Name?](#)

Password:

[Forgot your password?](#)

☐ Sign me in when Skype starts

☐ Start Skype when the computer starts

Click to say that you don't already have a Skype Name.

Create Account

Create a new Skype Account

Full Name:

* Choose Skype Name:
Between 6 and 32 characters

* Password:
Minimum 4 characters

* Repeat Password:

* ☒ Yes, I have read and I accept the [Skype End User Licence Agreement](#), the [Skype Terms of Service](#) and the [Skype Privacy Statement](#)

* Fields marked with an asterisk are required

You're legally required to read and agree to the License Agreement the Terms of Service and the Privacy Statement. Click on each to view them.

Skype™ - Create Account

Create a new Skype Account

Full Name:

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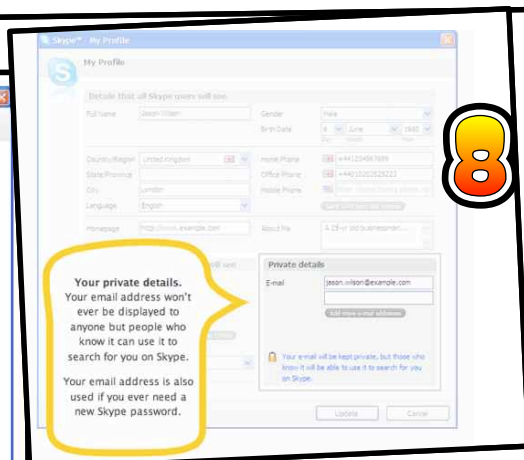
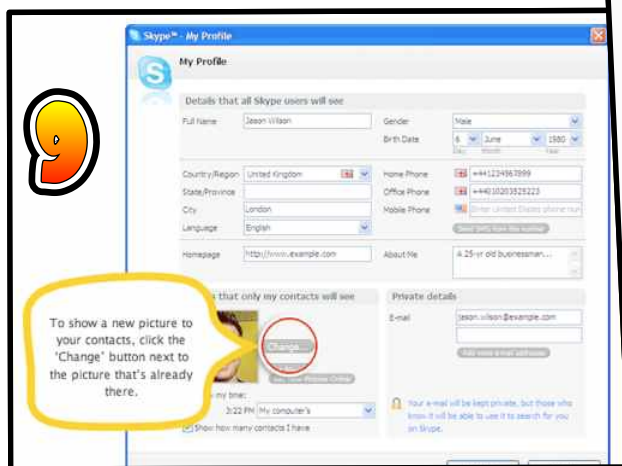
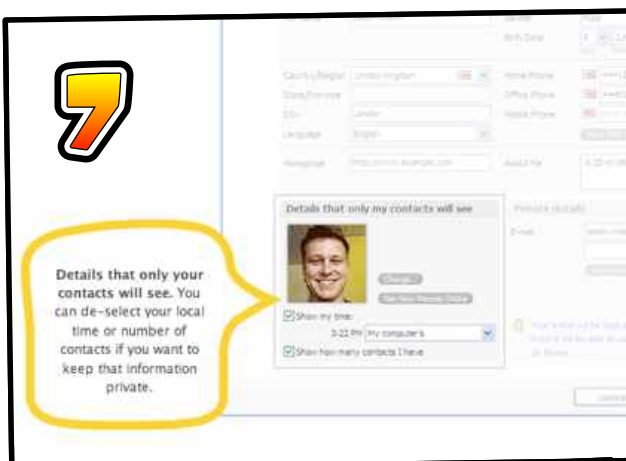
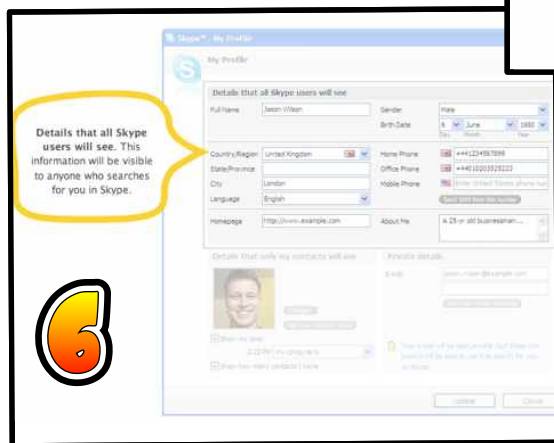
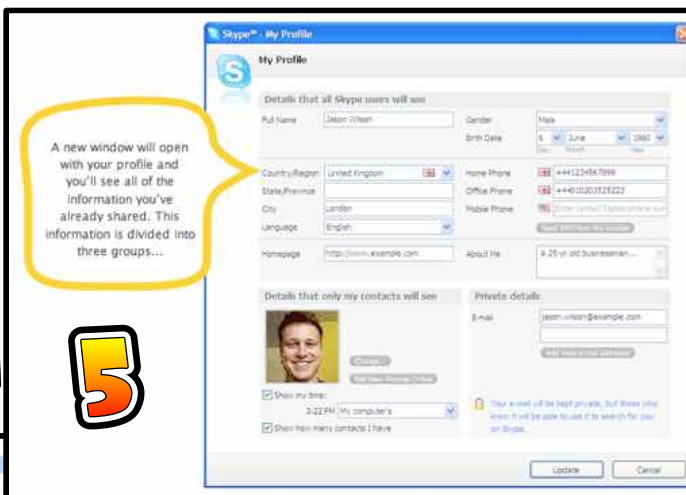
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* Fields marked with an asterisk are required

Create a memorable Skype Name that you're happy for other people to see.

Think of a password. This should contain at least 4 characters and be difficult for other people to guess.

[Next >](#) [Cancel](#)



MY SKYPE ADDRESS IS: SHARON_CARLSON



Free calls

It's what Skype is made for.

Using Skype to call another person who also has Skype is totally free. Yep, absolutely nothing. Zip. Zero. Zilch.



Free Skype-to-Skype calls.

To anywhere in the world.

And at anytime, day, night, morning or weekends.

Free calling

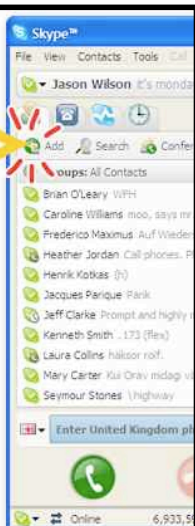
You've [downloaded Skype](#), and so has your friend. Now you can get started on the really cool stuff – such as making completely free and great quality calls from your computer. That's the great thing about Skype, you can use your internet connection and turn your computer into an internet phone and make free Skype-to-Skype calls.

You and your friend will need to have a headset (or use your computer's built-in microphone and speakers) to talk to each other. You can really improve the sound quality of your calls with a [headset](#), or take your calls to the next level with [free video calls](#).

You can also use Skype to make [pretty cheap calls](#) to phones and mobiles.

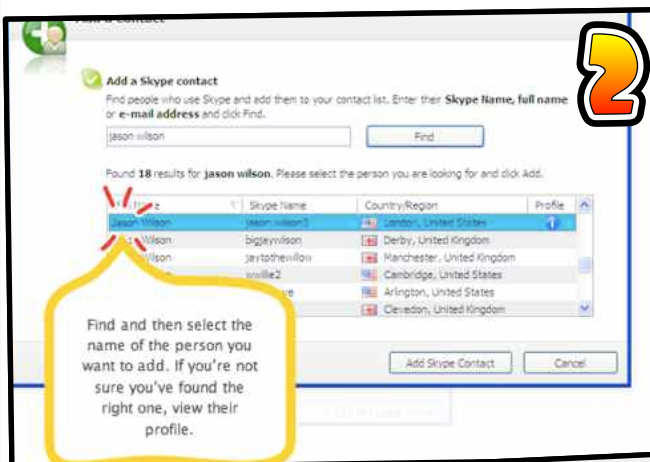
ADDING A CONTACT

Click the 'Add' button.



Find and then select the name of the person you want to add. If you're not sure you've found the right one, view their profile.

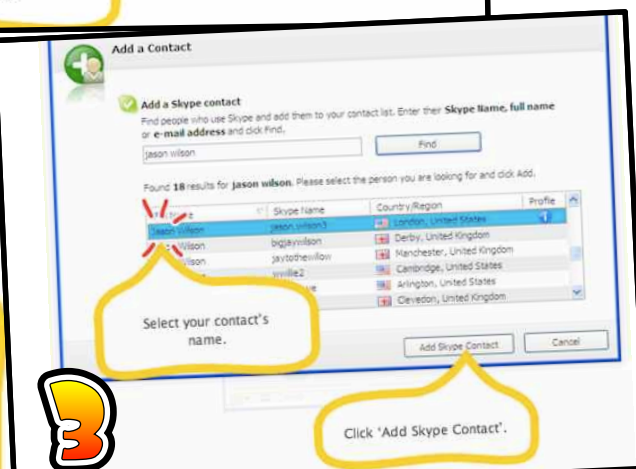
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Select your contact's name.

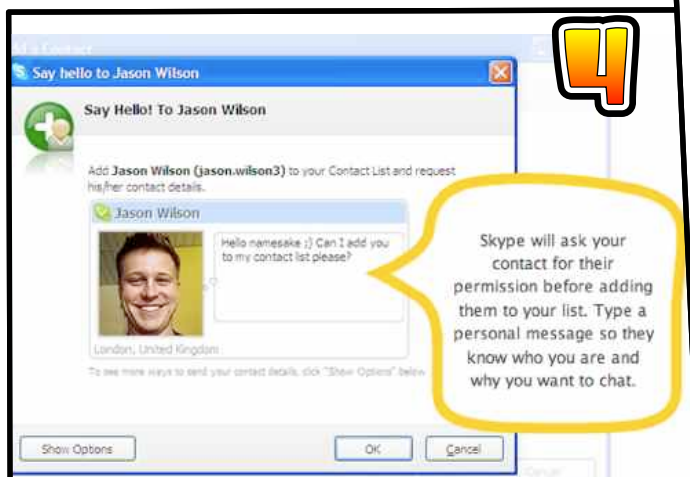
Click 'Add Skype Contact'.

3



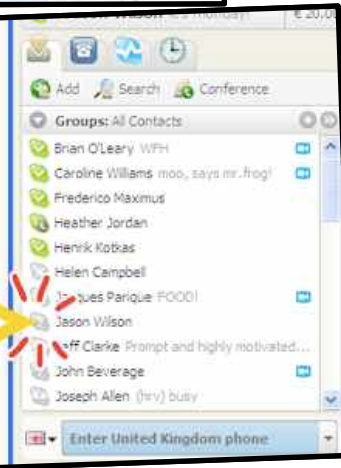
Skype will ask your contact for their permission before adding them to your list. Type a personal message so they know who you are and why you want to chat.

4



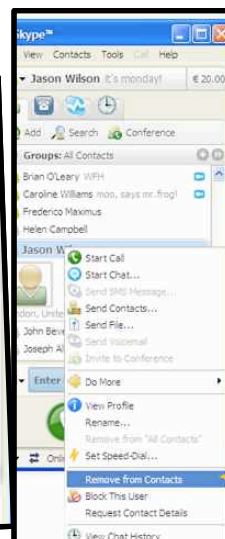
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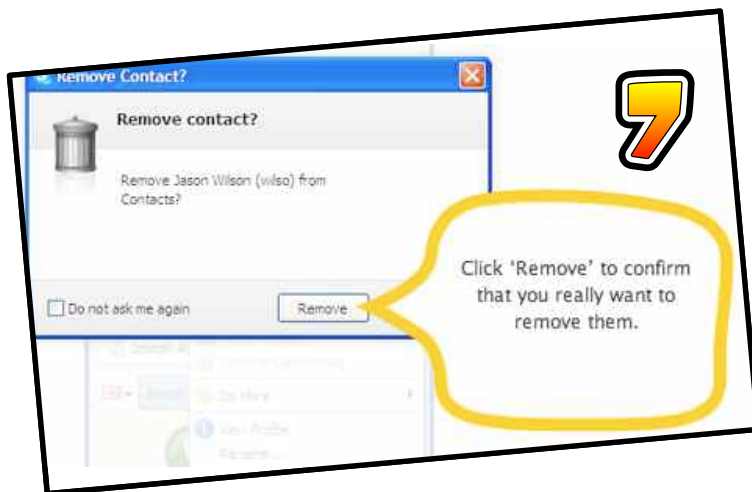
They will be added to your list immediately but you won't see their Skype status until they authorise you.



6

To delete a contact, right-click on their name and select 'Remove from Contacts'.





TRANSFERRING FILES

Files, delivered

Send files, large and small, few or many, with file transfer.

A spreadsheet can sometimes say a thousand words – literally, and to much dismay. But you don't have to resort to just describing all those wonderful rows, columns and graphs when you can just ship the file along to your contact person directly from Skype.



No size limits.

Quicker than sending an email.

When files are too big for email.

Any size file

The beauty of file transfer is you can send any size file you want. You aren't restricted at all to the size of the document, photo or video you want to send. So even if it's that huge document from work you need to get over to a colleague at a meeting or sending the family pictures from your last holiday, file transfer is the easy and quick way to get those files over.

It's worth remembering though that the bigger the file, the longer it will take to transfer.

How do I transfer a file with Skype?

There are several ways to start a file transfer. You can drag a file directly onto a Contact that is online. You can also right-click an online Contact and select "Send File". In a multi chat you can send a file to all participants by clicking the "Send File to All" button. Skype then lets you select a file to send. The recipient will have to accept the transfer in order for it to begin. You can only send files to contacts that have authorized you.

How do I receive a file?

When someone tries to transfer a file to you, you must accept the transfer by pressing the "Save as" button. This will allow you to choose a location to save the file. When the transfer is completed you can open the file.